

Utah Department of Corrections

(DRAPER SITE)

OUTSIDE CONTRACTOR RULES AND REGULATIONS

1. All contractors, sub-contractors, workers, architects, etc. must have picture identification on their person while working at the Prison. A Utah Driver's License or Driver's License Division I. D. is preferred, but we will accept pictured military I. D., etc.
2. All contractors, sub-contractors, workers, architects, etc. must have reached at least 18 years of age before they will be allowed to work on Utah Department of Corrections property.
3. No unlocked vehicles may be left unattended.
4. No running vehicles may be left unattended.
5. No keys may be left in vehicles.
6. Park all vehicles and equipment away from fences - a minimum of 50 feet.
7. No blue chambray (light blue denim) or solid white work shirts may be worn.
8. No blue denim jackets may be worn.
9. Do not run - especially toward or away from any fence line.
10. Absolutely No "visiting" with inmates.
11. Nothing may be given to inmates. Giving contraband to inmates is a felony.
12. Nothing may be taken from inmates.
13. No tools may be left unattended. Unattended tools will be confiscated.
14. Do not throw away broken or worn out saw blades of any kind at the prison site. Dispose of them off property, at your home, shop, or office, or you may give them to the security officer.
15. Explosive cartridges for Hilti guns, etc. must be locked up and/or strictly supervised at all times. Cartridge "clips" shall be disposed of away from prison property. This also includes individual load shell casings. If you have a Hilti gun, etc. in your equipment, the gate security officer for your construction site must be notified.

16. No weapons, ammunition, explosives, drugs, alcoholic beverages, poisons, acids or other dangerous objects or hazardous substances are allowed on prison property. Required prescription "medicines" can be carried in limited daily dosages only. These items will be confiscated if found and appropriate action will be taken.
17. Anyone entering prison property is subject to search of his property, person, and vehicle. Failure to submit to this search will result in expulsion from prison property and/or arrest upon probable cause.
18. Any statutory or illegal contraband or other controlled items, as stipulated by this document, found on a person in a work area or in a vehicle will be confiscated. Vehicles may also be confiscated. Any item violating state law will result in an investigation and/or arrest by the prison Security personnel or local law enforcement agency. If any statutory or illegal contraband or other controlled items are returned to the prison a second time, access to prison property will be denied permanently.
19. Any person who the officer believes is arriving at the prison impaired by alcohol or drugs shall be denied access to prison property and may also be detained pending arrival of an Enforcement Officer who will determine if a citation or arrest is warranted.
20. When working inside the prison fence lines, all traffic is checked, searched, and cleared at our main truck gate sally ports. In order to help us expedite your traffic, all trips through the gates should be limited to those which are absolutely necessary. 'Car pooling' in company vehicles from the main prison parking areas into the construction site is required. When checking in through the prison gates, all workers in any and all vehicles must get out of the vehicle and stand next to it while it is searched and their identity is verified.
21. Private vehicles used primarily for transportation will not be allowed into construction sites. "Company" and/or primary "work" vehicles will be permitted.
22. Foot traffic into construction sites is encouraged when practical.
23. Driver's licenses or other picture I.D. of all workers will be taken at the gates to the construction sites for I.D. and control purposes. A temporary pass from that gate will be issued to be worn in plain sight while working on site. Upon departure from the work site, this temporary pass will be returned to the gate that issued the pass and personal drivers License or other Id will be returned upon exit.
24. In the event of a prison emergency, i.e., fire, escape, riot, etc., all construction sites will be secured and traffic to and from the sites halted. Work within the sites will be allowed to continue normally as long as there is no physical threat to the site(s). When the emergency has been verified and resolved, the site will be re-opened to traffic. If evacuation of a site is necessary, everyone will be expected to gather in one central location identified by the security officer, and then will be escorted off property by security personnel. All emergency situations will be resolved as soon as possible.

25. Work hours for construction within the prison fences will normally be limited strictly to daylight hours, Monday through Friday. If early morning, late evening, weekend, or holiday work is planned or needed, the project security staff must be contacted at least 72 hours in advance of approval.
26. Ex-inmates or parolees are normally not permitted to work on prison projects.

NOTE: Specific limitations may be listed as part of your project specifications. Report any known or suspected ex-inmates, parolees, or convicted felons to Doug Wright, Facilities Bureau at the Utah State Department of Corrections 545-5550.

All contractors, subcontractors, employees, and other personnel working on prison projects are subject to having a criminal identification check process. Anyone with a verified record of criminal activity, deemed to pose a potential hazard to prison security, may be denied access to prison property.

27. Ladders may not be left unsecured in construction areas at night or on weekends, holidays, etc. when no work is going on.
 - a. Portable ladders must be removed from the work site and secured inside locked construction trailers or be secured outside of the fenced perimeter at the end of every workday.
 - b. Larger, heavier ladders and scaffolding may, with approval by internal security, be secured by chains and padlocks to immovable objects within the construction area, but safely away from all fences.

NOTE: Ladders which are not secured as per the above instructions will be confiscated.

28. Cutting torches and equipment shall not be left unattended in construction areas. All cutting torches, fuel tanks, etc. must be maintained on carts or vehicles and be removed from construction sites at the end of each work day.,
29. Contractors will not be permitted to store flammable liquids or fuel tanks within the security fence perimeter. Contractors will be assigned a specific approved storage area for any such items on request.
30. No vehicles or motorized construction equipment may be left inside the security fence perimeter when no construction work going on unless mechanically disabled and proper authorization is obtained in writing from UDC security.
31. Contractors are responsible to provide their own portable restrooms for construction sites.

Contractors will not be allowed access to occupied prison facilities to utilize restrooms unless restrooms are located in the immediate work area.

32. Contractors will not be given access to the prison dining room for meals unless construction work is in the specific kitchen/dining room area and the Warden's and Support Services approval is granted in advance.
33. All contractors will be required to clean up all construction sites, debris and "extra" construction supplies from work areas on a daily basis. Construction debris must be hauled away immediately or placed in a designated disposal site at the prison. Extra construction supplies must be returned to the designated supply/construction yard or retained in construction vehicles until the next workday.
34. Contractors working at the Draper site on authorized bid projects are responsible to provide all of their own tools and equipment for the work involved in those projects. The prison will normally not permit contractor use of state-owned shops, tools, or equipment.
35. All contractors working at the Draper site are required to fully comply with all OSHA work safety requirements; take prudent precautions to protect the work site and adjacent facilities from damage; and to provide appropriate safety equipment, including fire extinguisher and other "fire protection devices" for their work areas.
36. All contractors working at the Draper site are required to take reasonable precautions to avoid causing damage to the existing facility and its utility lines, etc. in the course of completing their authorized project. Special attention shall be given to utility lines that may be buried, or imbedded in walls, under floors, etc. The Draper maintenance staff will provide the best available information on what lines are known or suspected in any given area. The contractors are responsible to use due care to eliminate and/or minimize damages. When and if damage occurs, the contractors are required to cooperate fully with prison maintenance or other emergency personnel to assist with and expedite any repairs required to restore normal prison services and operations. Negligence or carelessness on the part of any contractor that results in all or part of any damage will result in that contractor being held liable for all or part of the damages. In all cases, the extent of any such liability will be negotiated with the primary or general contractor responsible for the project. In accepting the award of any project at the Utah State Prison, Draper site, the contractor also agrees to negotiate any such damages in good faith with prison representatives.
37. All planned interruptions to utilities (Water, sewer, gas, electrical, steam etc.) Will require a written request to

Doug Wright, Facilities Coordinator,
14717 So. Minuteman Dr.
Draper, Utah. 84020

This request can also be faxed to Mr. Wright at (801) 545-5523

At least five working days prior to the scheduled outage or interruption. If an emergency occurs and the utility service needs to be interrupted to facilitate repairs or to prevent risk to life or property it is expected that all efforts be made to promptly respond and correct the problem, and notification to facility maintenance be done so emergency response can be in-acted to maintain order and proper operation of the institution.

If you have any questions regarding these regulations or need a special exemption, clarifications, etc., contact Doug Wright (801)-545-5550 office or (801) 557-2086 cell or by email at dougwright@utah.gov

NOTE: These rules are subject to review and change at any time.

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